

**PAYMENT SERVICES USER MANUAL ..... 1**

**UPDATING AN E-MAIL ADDRESS..... 1**

# PAYMENT SERVICES USER MANUAL

## UPDATING AN E-MAIL ADDRESS

If your e-mail address or name has changed or appears incorrect at the Statewide Accounting System menu (before you select P-Card, Payment Services, etc.), you can change own e-mail address at that screen:

1. Click **Edit** next to your e-mail address.
2. Enter your correct e-mail address.
3. Click **Save**.

Figure 1 - Changing your e-mail address

